

**UTAH ARMY NATIONAL GUARD**  
**Headquarters, 300th Military Intelligence Brigade (Linguist)**  
**P.O. Box 1776**  
**Draper, UT 84020-1776**

UT-300TH (15-1A)

24 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Command Language Program Council Minutes, July 2001

1. The Brigade Command Language Council met at 1800 hours on 19 July 2001 Draper, Utah. Attendees included MAJ Steve Stevens (300<sup>th</sup>), SFC Todd Glover (300<sup>th</sup>), CPT Mark Hult (141<sup>st</sup>), and CPT Paul Rice (142<sup>nd</sup>).

2. Topics discussed from the agenda included:

a. Hot or Suspense Items.

(1) Newsletter. SFC Glover reported on the distribution of the brigade's linguist newsletter at the Unit Status Report (USR) meeting held 17 July and distributed additional copies to the battalions. The council commends Co E, 223<sup>rd</sup> MI Bn for being the first out-of-state contributor and encourages other units to do the same. The next issue will be published at the October USR. We expect to see at least one article per battalion, to include the non-Utah units.

(2) Honor Roll. The suspense for the next 3/3 Honor Roll submissions from each battalion by 1 October. We encourage units to make sure their soldiers keep current with their DLPT testing because there were several 3/3 linguists who should have been listed but weren't current. Likewise, none of the out-of-state battalions submitted. Language Officers and full-timers are invited to take the opportunity to recognize their soldiers for their accomplishments. Remember that soldiers can be on the 3/3 Honor Roll in non-MTOE languages and can be recognized for 3/3 scores in multiple languages.

(3) Linguist of the Year. The committee made the final selection of the brigade's linguist of the year awards (Senior Enlisted/Warrant/Officer and Most Improved). They will be announced on Governor's Day, 8 September. We congratulate all of the nominees and acknowledge that there was not a lot of lead time to prepare nominations due to receiving the INSCOM essay topic so late. Next year we will make the first call for nominees during the brigade language conference in March to allow more preparation time for the units. We trust that this will increase the number of nominees and improve the quality of the packets submitted.

(4) Mobile Training Teams. SFC Glover reviewed the dates and status of the MTTs coming from DLI.

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(a) CLPM Course. We reviewed the fact that a MTT from DLI is scheduled to teach the CLPM Course at Draper from 6 to 10 August. SFC Glover noted that there are currently six people registered for the CLPM Course, but there is room for more. Those company language officers and/or CLPMs who committed to their battalion language officers should plan on attending. Units should consider sending personnel who they may move into one of those language-related positions to this course. Also, full-time (AGR or ADSW) who are responsible for managing language training or opportunities should talk to SFC Glover about attending this course. Because this is a formal military school, units may consider requesting schools funds for this course, if there is any to be had. Otherwise, AT or TALP funds may be used as available.

(b) Instructor Certification Course (ICC). Additionally, SFC Glover provided an update on the MTT DLI is scheduled to send out to teach the ICC from 13 to 24 August. This course, which provides DoD certification for instructors, has now been confirmed. This is a great opportunity for teachers with little experience to get some good training and credentials. Likewise, it provides valuable, regulatory-required in-service training and additional credentials even for experienced teachers. SFC Glover reviewed the list of attendees who have RSVPed.

(5) FY 02 MTT Request. MAJ Stevens informed the committee that last year DLI had a suspense of 31 August by which to submit projected requests for MTTs for the upcoming fiscal year. Assuming that the suspense will be the same this year, battalions should come to the next council meeting with a list of the language courses for which they would like to request MTTs in FY02. MAJ Stevens and SFC Glover will then consolidate and submit one brigade request.

b. Regular Review Items.

(1) TALP. The two battalion language officers reported that their TALP money is almost completely gone. They will report exact figures next month at the council meeting, so plans can be implemented to execute any remaining funds before the end of the FY.

(2) Web site. MAJ Stevens passed along that the Utah National Guard will be changing some server changes in the very near future. You may expect the Brigade Command Language Program Web Site (<http://www.ut.ngb.army.mil/CLP>) to be down during that time, but it should be back on-line soon.

c. Other Review Items from Past Meetings.

(1) High School Language Olympics. MAJ Stevens reported that the AAR on the first annual Utah High School Language Olympics held 20 April 2001 at Draper is now on the CLP Web site. Units wishing to run a similar event may access them and contact the Brigade Language Officer if they have any questions. MAJ Stevens and MAJ Mark Unruh will be discussing the plan for next year with the Brigade Commander by the end of August.

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(2) Inventories. MAJ Stevens reminded the battalions that no progress had been reported the last 2 months on their inventories of language materials. He encouraged them to continue this effort, both from the perspective of maintaining proper accountability of materials purchased and of putting the inventories on the CLP Web site so linguists more readily know what resources are available to them.

d. New Items.

(1) CLP Suspense Dates. CPT Hult requested that brigade provide a list of all CLPM-related suspense dates for the year because there are so many recurring events each year. MAJ Stevens reminded the committee that such a tool has already been created and just needs updating, which he agreed to do by the next council meeting.

(2) Contract Language Program Overhaul. MAJ Stevens introduce the idea of overhauling the contract language program. There was not enough time to discuss this topic because of the extensive time spent on the Linguist of the Year awards. Council members must come to the August meeting prepared to address this issue. This should include proposals and sample documents on such areas as documenting classroom attendance, ensuring course attendance is recorded on Individual Linguist Records (ILRs), developing a grading system for students, possibly seeking college credits for course completions, evaluating instructor performance and contract compliance, and Class Leader responsibilities and training.

3. Next Meeting. The next Brigade Command Language Council meeting is scheduled for Thursday, 16 August at 1800 hours in Draper.

4. Any questions may be directed to the Brigade Language Support Officer at (801) 620-1907 (DSN 766-3907) or Brigade Command Language Program Manager at (801) 523-4258.

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MAJ, MI, UTARNG  
Language Support Officer

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